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**INFORMATION CLAUSE**

**for a Seller who is a natural person or conducting business activity, including a partner in a civil law partnership**

**Who is the controller of your personal data?**

The controller of your data is ORLEN S.A., with its registered office in Płock, ul. Chemików 7. Contact phone numbers: (24) 256 00 00, (24) 365 00 00, (22) 778 00 00.

**How can you contact the Data Protection Officer?**

You can write to the email address: daneosobowe@orlen.pl or by post to ORLEN S.A. with the note “Data Protection Officer”. More information is available at www.orlen.pl under the “Contact” section.

**What data do we process?**

Depending on the type of cooperation:

* first and last name,
* contact details (address, phone number, email),
* PESEL or NIP number,
* data regarding business activity,
* data from public registers (KRS, CEIDG),
* data concerning legal and financial status,
* other data necessary for contract execution.

**For what purpose do we process the data?**

Data is processed in order to:

* establish cooperation, conclude and perform a contract,
* fulfill legal obligations (e.g., tax, accounting, anti-money laundering, anti-fraud and anti-corruption),
* verify data and contractor credibility,
* ensure security and high ethical standards,
* conduct correspondence and business contacts,
* analyze cooperation and development opportunities,
* pursue and defend claims,
* conduct marketing of ORLEN S.A. products and services.

**On what legal basis do we process the data?**

* conclusion and performance of a contract (Art. 6(1)(b) GDPR),
* legal obligations (Art. 6(1)(c) GDPR),
* legitimate interest of ORLEN S.A. (Art. 6(1)(f) GDPR).

**Where do we obtain your data from?**

The data was provided directly by you or comes from public registers (KRS, CEIDG), websites, or entities providing information services to ORLEN S.A.

**Who may have access to your data?**

Data may be shared with:

* companies within the ORLEN Group,
* entities cooperating in the performance of the contract,
* companies providing IT, advisory, legal, debt collection, archiving, security, invoicing, and correspondence delivery services.

**Is providing data mandatory?**

Providing data is voluntary but necessary for concluding and performing the contract and for the purposes listed above.

**How long do we process the data?**

Data is processed for the duration of the contract and after its termination – for the period required by law or until claims expire. If processed based on legitimate interest – until it is fulfilled or an effective objection is raised.

**What are your rights?**

You have the right to:

* access your data,
* rectify, delete, or restrict processing,
* data portability,
* object (if data is processed based on legitimate interest),
* lodge a complaint with the President of the Personal Data Protection Office.

Requests can be sent to: daneosobowe@orlen.pl or by post with the note “Data Protection Officer”.